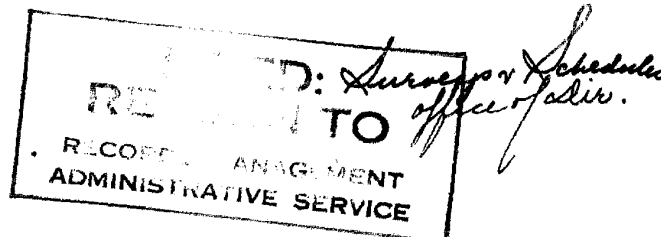


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RECORDS MANAGEMENT PROGRAM



SURVEY REPORT OF THE

HISTORICAL STAFF,
OFFICE OF THE DIRECTOR

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Records
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Management & Distribution Branch
Services Office
Intelligence Agency

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Chief, General Services

26
16 March 1953

Chief, Records Management and Distribution Branch

Survey Report of the Historical Staff,
Office of the Director

1. Attached is a Records Management plan for filing which was developed for maintaining press clippings for the Director and members of his staff. A request for the development of such a plan was made by Colonel S. J. Grogan of the Historical Staff because of the difficulty experienced in servicing requests for clippings.

25X1A 2. The survey of the press clippings file and procedures was made [REDACTED]. A plan was developed and discussed in detail with Colonel Grogan at a meeting on 25 February 1953, in which agreement was reached on all points. The necessary equipment and supplies have now been procured and installed, the office personnel have been trained, and the system is now in operation.

3. The cooperation given [REDACTED] by Colonel Grogan and his staff was appreciated. This attitude made it possible to conduct the survey and install the file plan in a relatively short period of time.

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[REDACTED]
25X1A

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